

COUNTY OF LINCOLN
Job Description Form

Division/Department: County Clerk

Job Title: Bureau of Elections Clerk

Reports to: County Clerk

Level/Grade: 26

Probation \$16.86 (6mo)
After Probation \$17.70

Type of position:

- ☒ Full-time
- ☐ Part-time
- ☐ Temporary/Seasonal
- ☐ Emergency Hire

Hours 40 /Week

- ☒ Classified
- ☐ Unclassified

General Description:

Primarily responsible for all aspects of the election process, must be self motivated, attentive to detail, and possess multiple computer skills. Cooperate and coordinate with County Clerk on all aspects of the election process including but not limited to: understand and implement Election Code Statutes; planning and problem resolution; training of election personnel; polling location preparation, staffing, and supplies. Maintain list of registered voters, provided voter information cards to registered voters; respond to public records requests for voter data. Responsible for storage and scheduling of maintenance of all election related equipment. Monitor and maintain inventory of necessary supplies and materials needed for election purposes and maintenance of voter registration. Responsible for knowledge of and ongoing development of all computer programs related to elections and election procedures. Must be proficient in verbal and written communication. Assist the public and Clerk's staff with all duties of the Clerk's office including answering the telephone, maintenance of documents, the issuance of marriage licenses, grantor/grantee recordings, and collection of fees. Must be able to work courteously and pleasantly with public and co-workers. Employee must perform all duties with minimal supervision; will be required to work irregular hours, attend job related meetings, and perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus three years election experience and/or a combination of education and managerial experience will be considered.
- Proficient computer skills including but not limited to Word and Excel.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Ability to operate various office machines; ability to work courteously and pleasantly with the public and co-workers; proficient communication verbally and in writing; type accurately at least 50 wpm; plans and performs a wide variety of clerical duties.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment. Normally works 8-5 Monday-Friday. Required to attend out of town training and seminars.
- Computer skills including Excel, Word, and multiple election programs. Telephone, calculator, writable/re-writable compact disc, scanner, photocopy machine, fax machine, microfiche reader/printer, typewriter, plat copier/scanner, electronic mail, zip drive, and other related office equipment including AS/400 database.

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Rhonda Burrows 12/1/14

Date Posted: December 1, 2014

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____

Date Revised: 11/13/12